

CAREER OPPORTUNITY



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS

CHIEF PROBATION OFFICER

Announcement Number:	13-02-USDC/NDTX
Opening Date:	February 15, 2013
Closing Date:	April 15, 2013
Grade:	JSP 16/01 - JSP 18/10
Salary Range:	\$140,996 - \$174,000*

*Starting salary will be commensurate with qualifications and salary history

The United States District Court for the Northern District of Texas is accepting applications for the position of chief probation officer. The chief probation officer reports to the district judges of the Northern District of Texas and is under the administrative direction of the chief district judge. The probation chief position will be available on May 1, 2014.

The chief probation officer is the court unit executive who administers and manages federal probation and pretrial services work for the entire Northern District of Texas. The district has twelve district judges, one senior district judge, eight full-time magistrate judges, and one part-time magistrate judge. The probation and pretrial services office is headquartered in downtown Dallas, Texas, with divisional offices in Abilene, Amarillo, Arlington, Benbrook, Ft. Worth, Lubbock, San Angelo, Westmoreland Park (south Dallas), and Wichita Falls. The office also has two mobile office divisions. Frequent travel is required.

Prior to appointment, the applicant selected for this position will be required to undergo a full FBI background investigation, drug screen, and credit check. The probation chief must adhere to the Code of Conduct for Judicial Employees and will be subject to random drug screening and updated background investigations every five years.

Representative Duties:

- ▶ Organizes the probation and pretrial services office to ensure expeditious handling of investigative work for the courts and other institutions and the effective case supervision of probationers and those on supervised release
- ▶ Reviews, analyzes and interprets statutory, Judicial Conference, Administrative Office, and local court requirements for the administration of probation and pretrial services; promulgates policies, procedures, and guidelines necessary to meet these requirements
- ▶ Serves as the office's primary administrative liaison with the judges
- ▶ Collaborates and cooperates with other local federal court unit executives to ensure appropriate levels of service delivery to the court in an effective and efficient manner
- ▶ Selects and recommends to the court applicants for appointment as probation and pretrial services officers and appoints all non-officer personnel; provides specific recommendations to the court in all other personnel matters, including promotions, salary increases, disciplinary actions, and dismissals; determines that all personnel are carefully selected and adequately trained; makes certain the work of all subordinates is systematically evaluated
- ▶ Prepares the office's operating budget and make estimates for personnel, space allocation, and operating allowance needs; approves requisitions, certifies vouchers for payment, and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies
- ▶ Establishes and maintains contact with public and private agencies that provide employment, medical, legal, or social services
- ▶ Maintains a system of communication, enabling awareness of pertinent information at all levels; delegates decision-making responsibility to appropriate levels; provides qualitative and quantitative measures of work performance; and assures accountability with minimal interference to service delivery
- ▶ Makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound sentencing practices
- ▶ Establishes and maintains cooperative relationships with other probation and pretrial services offices to assure that all requests for assistance from other districts are met promptly and effectively

Representative Duties (continued):

- ▶ Establishes and maintains cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, and social service agencies

Qualifications:

- ▶ Substantial organizational, administrative, and leadership skills required; preference will be given to applicants with management training and a demonstrated record of effective management
- ▶ Bachelors' degree from an accredited college or university in a related field required; graduate degree preferred
- ▶ Three years of specialized experience required; no substitutions¹
- ▶ One year of the required specialized experience must have been at the next lower grade level or its equivalent²
- ▶ United States citizenship or eligibility to work for the United States government required

¹Specialized experience is defined as progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders placed in community correction or pretrial programs. Experience as a police officer, FBI agent, customs agent, marshal, or similar position does not meet the requirements of specialized experience.

²One year of substantial management experience may be substituted for the requirement that one of the three years of specialized experience be at or equivalent to the next lower grade. Substantial management experience is high-level administrative experience that provides a thorough understanding of the organizational, procedural, and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of information technology and human resources functions, and long and short-range planning. Possible titles indicative of this experience outside the judiciary would include president or vice president in charge of several departments or offices, director or assistant director in charge of several departments or offices, head manager or owner-operator of a medium to large company. Possible titles within the judiciary would include deputy chief probation officer, deputy chief pretrial services officer, assistant deputy chief probation officer, or assistant deputy chief pretrial services officer.

Application Process:

Each applicant must submit an original and three copies of a resume and letter of application. The letter of application must clearly describe the applicant's management style and experience and address any other skills and/or training that make the applicant qualified to perform the duties of chief probation officer. The applicant must also submit the names and titles of three professional references who are personally familiar with the applicant's work, along with contact information for each reference (telephone number, e-mail address, and mailing address).

The letter and application must be marked "**CONFIDENTIAL**" and mailed to:

**Human Resources Manager
US District Court for the Northern District of Texas
Earle Cabell Federal Building
1100 Commerce Street, Room 1452
Dallas, Texas 75242-1310**

Information for Applicants

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement without any prior written notice. This position is subject to mandatory participation for payment of net pay (i.e., Direct Deposit). Due to the volume of applications received, the Court may only communicate with those individuals who will be interviewed for the position. If you do not receive notice from the Court within a month of the position closing date, another applicant was selected. Travel and relocation expenses will not be paid.

Employee Benefits

Depending on the length of service, the individual may or may not qualify for the same benefits as full-time permanent employees of the United States Courts. Judicial employees are not included in the government's Civil Service Classification program. Full-time judicial employees are, however, entitled to the same benefits as other Federal Government Employees. Travel and relocation expenses will not be paid.

Some of the benefits available are:

- ▶ 13 days paid vacation per year for the first three years of employment; thereafter, up to 26 days per year;
- ▶ 13 days of paid sick leave per year;
- ▶ Participation in the Federal Employees Retirement System, Thrift Savings Plan, and Social Security;
- ▶ Participation in the Federal Health Insurance Program and life insurance options
- ▶ 10 paid holidays per year; and
- ▶ Opportunities for within grade salary increases and grade increases.

The federal court is an Equal Employment Opportunity employer